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6 January 1966

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training
6 January 1966

1. Management Training

A review of the attendance records for the Management Course (GS-II-GS-14) for the period 1955 through 1965 reveals that, except for 1956 when 223 employees were enrolled in the course, 1965 was our biggest year with 194 attending. This represents an increase in attendance of 48 percent over 1964. Ninety-nine or 51 percent of the trainees came from the DDS, with 36 of the 99 coming from the Office of Communications. In comparison to the DDS, 62 of the 194 were enrolled from the DDI, 23 from DDP, and 10 from other Agency components. Within the DDI, 34 employees were enrolled by NPIC. The average grade level for all those attending was 12.3. As an item of interest, we note that the Office of Communications enrolls no one above GS-13 while the Office of Security sends no one below this level. Since 1960 the DDS has provided about half of all the students enrolled in this course.

2. Relocation Plans of Intelligence School

The Management Training Faculty is preparing to move to new

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quarters in the Magazine Building. The office space now occupied by MTF, consisting of four rooms at 1000 Glebe, will be used by the Orientation and Briefing Faculty and the Intelligence Production Faculty.

The Clerical Training Faculty presently located at 1016 16th Street is preparing to move to the Ames Building. The date of the move is not yet definite, but it is likely to be on or about 1 March.

3. Project USEFUL

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[REDACTED] has been informed by [REDACTED] War Plans Staff/Action Officer that Mr. Helms has signed the memorandum prepared by the WPS/DDP to General Wheeler, JCS, for Project USEFUL. The Program is scheduled to take place from 21-25 March 1966.

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4. [REDACTED] Course

The first running of the [REDACTED] Course took place from 29 November to 18 December 1965. Besides a nine-day schedule of class lectures, films, and practice exercises held at 1000 Glebe Road, the class traveled to [REDACTED] and to JMWAVE where live cases were handled. The group spent a week at JMWAVE studying the [REDACTED]

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[REDACTED] and participating in [REDACTED]

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is making some progress and predicts he will have a group of approximately six employees ready to commence training on or about 17 January.

John Richardson
Director of Training

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